

5101 - FIRE CHIEF

NATURE OF WORK

This is highly responsible management and complex protective service work planning, organizing, staffing, directing, and controlling the activities of the City's Fire Department.

Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees with assigned responsibilities in various departmental operations. General supervision is received from the Assistant City Manager who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, directs and reviews activities of personnel performing fire prevention, suppression and emergency medical services.

Makes recommendations for the establishment and maintenance of an adequate fire defense.

Responds to and may take command of fire fighting personnel at major fires.

Makes assignments and supervises subordinate officers in the care and maintenance of equipment, stations and other supplies.

Makes recommendations concerning amendments and improvements in building codes and other regulating ordinances affecting fire prevention and fighting programs.

Reviews reports on departmental activities;

Prepares reports for City officials, State and national organizations.

Prepares and administers the departmental budget.

Prepares long and short range plans for the development of fire prevention services.

Evaluates the work of subordinates.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of modern techniques of fire administration, with special attention to fire prevention and fire fighting principles, practices and procedures.

Extensive knowledge of supervisory principles and practices.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, in consideration of surrounding hazards and circumstances.

Ability to plan, assign and direct the work of subordinates, both under emergency conditions at the scene of a fire or other emergency, and in routine work.

Ability to analyze, prepare, and present, both verbally and in writing, reports and information of various kinds, including the fiscal needs of the Division for incorporation into the Department's annual budget.

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Ability to train and otherwise instruct in modern fire fighting and fire prevention principles, practices and procedures.

Ability to laterally transfer into another Division of the Fire Department and assume command thereof, without interruption of operations.

Ability to represent the Fire Department effectively in public, to enlist cooperation in its programs, and to present its programs effectively at public meetings.

Ability to establish and maintain effective working relationships with City boards and officials, other City employees, officials of other agencies, professional groups, and the general public.

MINIMUM REQUIREMENTS

Bachelor's degree in fire science or equivalent supplemented by completion of advanced course work in fire fighting techniques, fire administration, and supervision; and extensive experience in fire fighting, fire rescue, fire prevention and/or fire department management. Experience may substitute on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

SUPERVISION RECEIVED

General and specific assignments are received from the Assistant City Manager. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. General direction is received from the senior management for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.

Rev. 11/98